

SECRET

13 DEC 1971

OFFICE OF RESEARCH AND DEVELOPMENT

GENERAL NOTICE NO. ☐

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1. This document establishes the new procedure for the initial acquisition and subsequent control of non-expendable Office of Research and Development property. The procedure will provide better and faster service to the requester and will enable the Logistics Officer/ORD to maintain accountability, control, and the accurate property records for Director of Research and Development as prescribed by Headquarters Regulation.

2. Requests for property should be written in memorandum form and forwarded through the Administrative Officer/ORD to the Logistics Officer. This memorandum should be signed by the requester and his Division Chief as the approving official. If the requester is a Division Chief, the Executive Officer will sign as the approving official.

Memorandum Content

- a. Complete description and quantity.
- b. Date required.
- c. Actual or approximate cost.
- d. Sole Source justification, if required.
- e. Contractor's complete address (if applicable).
- f. Contract Number (if applicable).
- g. Any other information deemed pertinent by the requester.

Upon receipt of the memorandum request for property, the Logistics Officer will complete and process the Form 88.

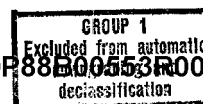
3. If the property is to be used by a contractor, the Logistics Officer will continue to obtain the approval of Procurement Management Staff prior to procurement action. If the property is for use in ORD, the Logistics Officer will serve as the consignee. When delivered, the Logistics Officer will turn the property over to the requester in exchange for a formal Hand Receipt. At this time, the requester assumes total responsibility for the property as specifically prescribed in ☐ Expendable property (office supplies, tabulating paper, photographic film, etc.) will continue to be delivered directly to the requester.

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4. An inventory of non-expendable property will be conducted by the Logistics Officer in accordance with ☐ at least annually. Divisions will be notified well in advance of the inventory in order to prepare. At the time of the inventory, a responsible officer will be required to update his Hand Receipt(s) or otherwise account for property charged to him.

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GENERAL NOTICE NO. [] (Cont'd)

25X1 5. In the event a responsible officer wishes to transfer accountable property to another Agency employee or Agency component, he must coordinate in advance with the Logistics Officer and shall not effect the transfer unilaterally. Property transfers which require removal from ORD premises should be brought to the attention of the Logistics Officer or the Administrative Officer as far in advance as possible, in order to accurately record the transaction. The signed property pass serves as an original or updated Hand Receipt, so the pass must be complete, clearly identifying the item(s) (Model No., Serial No., Description, Contract No., etc.).

25X1 6. When requesting GFE for a contractor or transferring GFE from one contractor to another, the Technical Officer shall require the prior approval of the Logistics Officer and PMS/ORD. These approvals are required in order to insure that complete accountability is maintained in accord with clause [] (Apr 68) and other pertinent Agency regulations.

25X1 7. For questions regarding accountability, responsibility, and Agency policies for damage, loss, or negligence, etc. of Agency controlled property, attention is invited to []

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Robert M. Chapman
Office of Research and Development